

HAVA NEWS

New Jersey's Implementation of the "Help America Vote Act of 2002"

Special Bulletin 9

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Scanning Old Voter Registration Form

In an effort to assist counties that still receive the [old version of the voter registration form](#), here are some guidelines to help with batch scanning these forms. SVRS Batch Scanning allows the flexibility to scan any registration form and also allows the ability to crop any section of the document, provided that various specifications are entered correctly. Here are some tips to adjust the system settings for batch scanning. If "Both Card and Signature" preference is set to "True," the registration application and the voter signature will be captured as two separate images and individually saved. If "Both Card and Signature" preference is set to "False," only the application image will be captured and saved. To capture the signature correctly, the "Signature Height," "Signature Width," "To Top" and "To Left" preferences must be set to accommodate the old form:

Navigation

1. Select the Activities Menu.
2. Select Batch Scanning. The Batch Scanning screen displays.

Select Preferences

On the **Batch Scanning** screen:

1. Click the Preferences button. The Preferences screen displays.
2. Select **Form 1**, **Form 2** or **Form 3** by clicking on that tab button (remember that the General tab has the default settings for the new registration form).
3. The typical (user-specific) settings, that have worked in Bergen and Union counties are as follows:

General Form 1 Form 2 Form 3

Preferences Saved in: C:\batch

Save Images in: C:\BATCH\IMAGE Browse...

Signature Height: 285

Signature Width: 1100

To Top: 1870

To Left: 675

Scale: 100

Resolution: 300

Color Mode: Black/White

Paper Size: Letter

Both Card and Signature: true

Auto-Feed: true

Batch Scan Preferences Save Reset Cancel

4. Save the new settings by clicking on "**Save**" button.

How Can You Fine-Tune Specifications for Signature Cropping

The settings under the **Preferences** screen control the signature block size (width and height) and coordinates of the top-left corner of the signature block ("to top" and "to left") from where, on the voter registration application, the signature image is cropped. The values of these four key dimensions are entered in *pixels*. Pixels are "dots per inch" (dpi) determined by the resolution used for scanning. The resolution is always set at 300 dpi.

To determine the specific values of an old version of the registration form or any other form, measure the following dimensions:

- The height of the signature block area (top to bottom of the block)
- The width of the signature block area (left to right sides)
- The distance from the top of the page down to the top of the signature block ("to top")
- The distance from the left side of the page over to the left side of the signature block. ("to left")

Convert the dimensions from inches to pixel based on the following **Rule of Thumb: 1 Inch = 300 Pixels**

Inch-to-Pixel Calculation

SVRS Setting	Size on form in inches	Pixels
Signature Height	15/16	$300 \times 0.95 = 285$
Signature Width	3 11/16	$300 \times 3.67 = 1100$
To Top	6 4/16	$300 \times 6.25 = 1875$
To Left	2 4/16	$300 \times 2.25 = 675$

You can further refine the accuracy of cropping signatures with batch scanning by tweaking these specifications to accommodate any minor deviations. In case you need further help with this please call the helpdesk at (866) 456-9406.